

Literacy Planning for School Improvement

Part 1

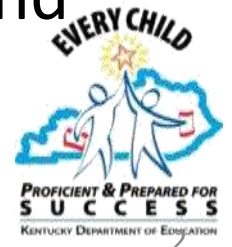


Session Goals



Participants will understand

- The role(s) of the Literacy Leadership Team in a school
- How to review a school's literacy program using Literacy Program Effectiveness Review for KY Schools (PERKS)
- How to develop a literacy plan to meet CCR goal for students
- How to access resources to support the team and plan, including *Literacy Central*



Comprehensive Literacy Planning



KDE has developed resources to assist districts and schools in developing literacy plans from birth through graduation.

This webinar is designed to show literacy teams how to access the resources and develop plans.

Participation

Who is in the audience?

- A. Literacy coach
- B. Classroom teacher
- C. School administrator
- D. District leadership
- E. Other stakeholder (please specify)



Birth-Preschool

Literacy is a community responsibility.



Emergent literacy skills form the foundation for a child's future literacy success.



Literacy plans should engage partners, including family members and care givers, in educating children.



School Readiness

School readiness: each child enters school ready to engage in and benefit from early learning experiences that best promote the child's success.



Supporting Literacy Development in School

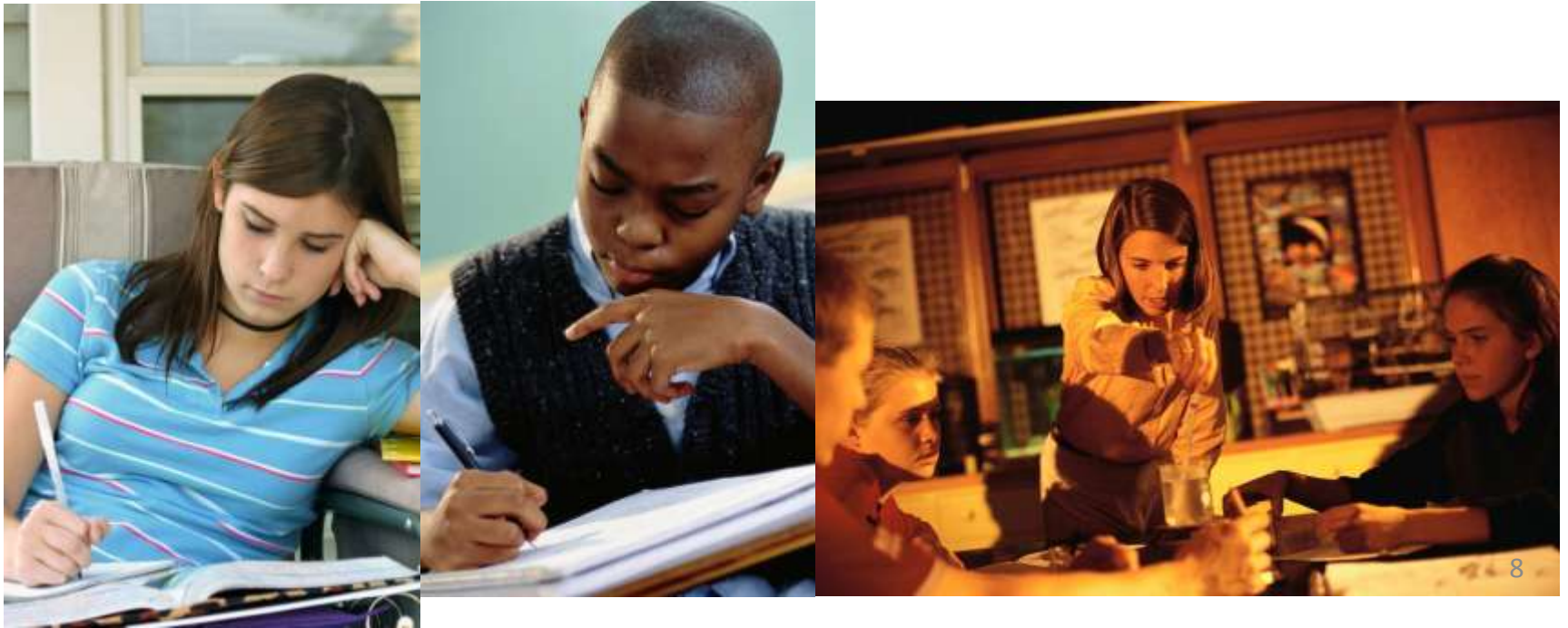
In the primary years, learning focuses on building essential cognitive skills that enable literacy learning—learning to read, write, speak and listen.



Secondary Literacy

More than half of America's secondary learners struggle to read and learn their course materials.

Alliance for Excellent Education



College/Career Readiness

College Ready: the level of preparation a first-time student needs in order to succeed in a credit-bearing course at a postsecondary institution. *Succeed* is defined as completing entry-level courses at a level of understanding and proficiency that prepares the student for subsequent courses.



Career Ready: the level of preparation a high school graduate needs in order to proceed to the next step in a chosen career, whether that is postsecondary coursework, industry certification, or entry into the workforce.

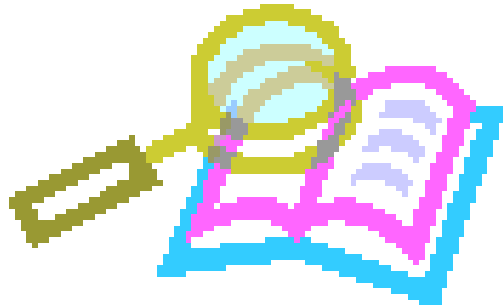


Defining Literacy

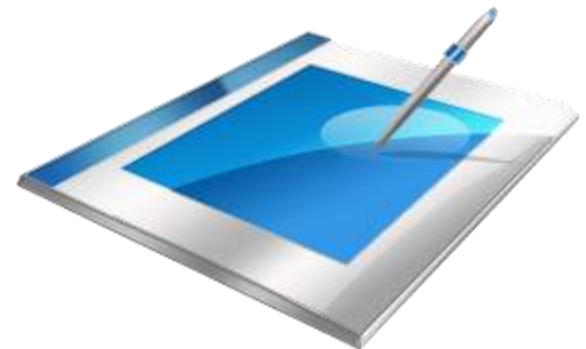
- What is your definition of literacy?
- What does literacy “look like” in your role?



Defining Literacy



"Principals should explicitly emphasize that a literate student is one who knows how to use reading, writing, listening and viewing, speaking and presenting, and critical thinking skills to learn content; who can use those skills to communicate what he or she learned; and who can transfer that learning to new situations."
(Meltzer & Ziemba, 22)



Importance of Literacy



“Literacy is the foundation upon which academic learning and successful student performance depends.”

--Meltzer & Ziemba, 2006

Literacy Leadership Team



- **Common goals**—establish goals before addressing the issues needing change.
- **Understanding literacy**—in order to evaluate the school's literacy program, team members must understand literacy and the key components of an effective program (see Elements and Indicators in *PERKS*).
- **Co-Learning**—the team must be willing to learn together to accomplish a common goal.
- **Professional growth**—Team members should become a learning community.

(Froelich & Puig, 67)


Step-by-Step Process



- Establish a Literacy Leadership Team (LLT)
- Develop Professional Learning Communities for LLT
<http://www.education.ky.gov/KDE/Instructional+Resources/Literacy/Literacy+PERKS+Professional+Development.htm>
- Conduct a Literacy Program Effectiveness Review (PERKS)
<http://www.education.ky.gov/KDE/Instructional+Resources/Literacy/Literacy+PERKS/>
- Use Literacy Planning Resources to develop a literacy plan
<http://www.education.ky.gov/KDE/Instructional+Resources/Literacy/Kentucky+Literacy+Team.htm>

Planning Process



LITERACY TEAM Indicator <i>Provide data that indicate the extent to which . . .</i>	SCHOOL DATA SOURCES	RESOURCES
<p>7.5 The SBDM council directs the Literacy Team through policy to</p> <ul style="list-style-type: none"> • evaluate the current program using Literacy PERKS, • analyze all test data, including disaggregating literacy scores by race, SES, disabilities, and gender -School Planning Kit • survey all stakeholders to gather more information, • research effective literacy programs (Literacy Instruction in the Content Areas, Reading Next, Literacy) at similar schools, • read professional texts, • establish common beliefs about reading and writing, • write, implement, and monitor a school-wide Literacy Plan, • coordinate professional development and facilitate study groups, • mentor teachers through collaborations, and • model effective literacy instruction. 		<p>Literacy PERKS Booklet</p> <p> Interviews: Montgomery Co.</p> <p>Verizon Literacy Program – Early Literacy (Birth to Five)</p> <p>Early Childhood Development – KDE – Quality Self Study</p> <p>Verizon Literacy Program – Elementary Literacy</p> <p>Verizon Literacy Plan – Adolescent Literacy</p> <p>Verizon Literacy Plan – Adult Literacy</p> <p>Thinkfinity Literacy Network</p> <p>Literacy Network</p>

DATA SOURCES	DATA SOURCES	DATA SOURCES
<p>I&I Implementation & Impact Check Plans</p> <p>CI Curriculum and Instruction Documents</p> <p>OB Classroom &/or Laboratory Observation</p> <p>PO Supply Requisitions & Purchase Orders</p> <p>CP Sch./Dist. Comprehensive Improvement Plan</p> <p>TI Textbook and Other Instructional Materials</p>	<p>INT- PR, T, P, S, C, O -Principal, Teacher, Parent, Student, Classified Staff, and Other Stakeholder Interview</p> <p>DPT - Departmental Meeting Notes, Minutes, Agendas</p> <p>IEP, 504, ESS, G/T -Individual Education Programs, 504 Plans, Extended School Service Plans, Gifted and Talented Service Plans</p> <p>SE -Student Evaluations of Teachers and Course</p>	<p>PORT - Portfolio Analysis</p> <p>CATS - Assessment Results</p> <p>SW Student Work</p> <p>SYL Course Syllabi</p> <p>WEB School Websites</p> <p>LP Lesson Plans</p> <p>PSP Program Service Plan</p>

<http://www.education.ky.gov/KDE/Instructional+Resources/Literacy/Literacy+PERKS/>

Developing a PLC for the Literacy Leadership Team



Introductory Session – Literacy Plan and Literacy Team Facilitator's Guide

This session introduces the components of Literacy PERKS and outlines the role of SBDMs in the literacy planning process. The literacy team and PERKS booklet are also addressed in this session. Additional resources related to PERKS and literacy planning can be accessed [LITERACY PERKS](#). This module would be most beneficial for school administrators and teachers.

Items Needed

PowerPoint file (print and preview prior to session); file can be accessed at [PERKS PD Modules](#).
PPT presentation contains 19 slides and 2 video clips.

- Slide 10 – SBDM role
- Slide 16 – Literacy Team

SLIDE(S)	DESCRIPTION	ADDITIONAL INFORMATION
1	Title Page	PERKS Booklet will be referenced throughout
2	Session Objectives	
3	Overview of PERKS Elements	
4-5	Five Literacy Strands and Definition	
6-9	Role of SBDMs	
10	Why Do We Assess Students?	Video Clip – Literacy Leadership SBDM
11-14	Stakeholder Survey	
15	Developing the Literacy Plan	
16	Literacy Leadership PERKS	Video Clip – Literacy Leadership PERKS
17	Sample Plans	No specific format is required. These are only samples.
18	Review of PERKS Elements	
19	Next Steps	

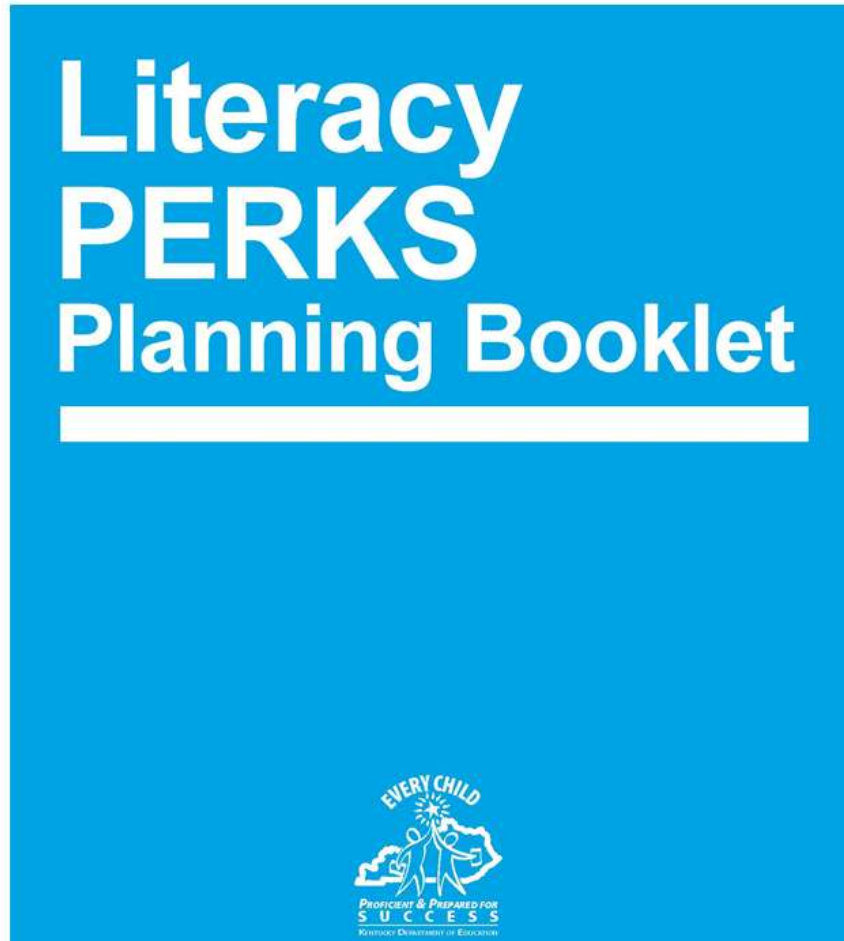
Printed handouts - PERKS Booklet (multiple pages, you might ask participants to print their own handouts)

Additional Resources

[Sample Literacy Plans](#)
[Verizon VLP-SAT](#)

<http://www.education.ky.gov/KDE/Instructional+Resources/Literacy/Literacy+PERKS+Professional+Development.htm>

Literacy PERKS Review



<http://www.education.ky.gov/KDE/Instructional+Resources/Literacy/Literacy+PERKS/>

Literacy PERKS Standard Seven Literacy Team

Indicator	Level of Implementation			
One – SBDM establishes policy for the Literacy Team	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Two – SBDM establishes a Literacy Team that represents the school's demographics	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Three – SBDM selects appropriate Literacy Team Leader	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Four – SBDM provides resources to Literacy Team Leader (time, money)	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Five – SBDM makes expectations of team goals clear through an established Literacy Team policy	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Six – Literacy Team objective is proficient readers and writers	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Seven – Literacy Team meets regularly	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>
Eight – Literacy Team continues throughout the duration of school need	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>

Overall Level of Implementation = ☐1 ☐2 ☐3 ☐4

Key: 1 = **Initiating**: Planning for implementation
 2 = **Emerging**: Low level of Implementation
 3 = **Progressing**: Moderate level of implementation
 4 = **Accomplished**: High level of implementation

*If your school/district is not yet at the Initiation Level of Implementation, leave box unchecked and note in Next Steps.

Next Steps

Connections

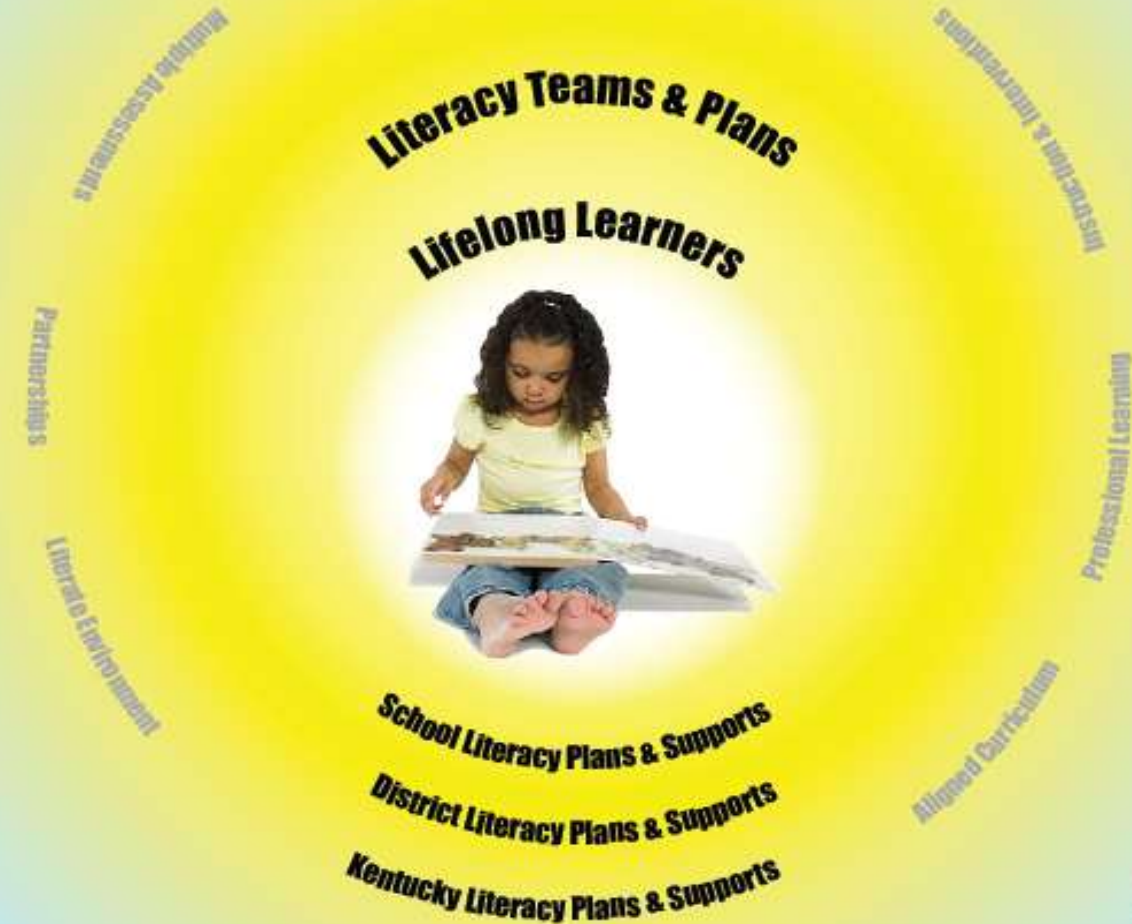
After conducting the Literacy PERKS review, use the results from the review and the *Literacy Plan for KY* to prioritize the next steps necessary to develop an effective literacy plan with connections to other work such as RtI, Program Reviews, CSIPs.



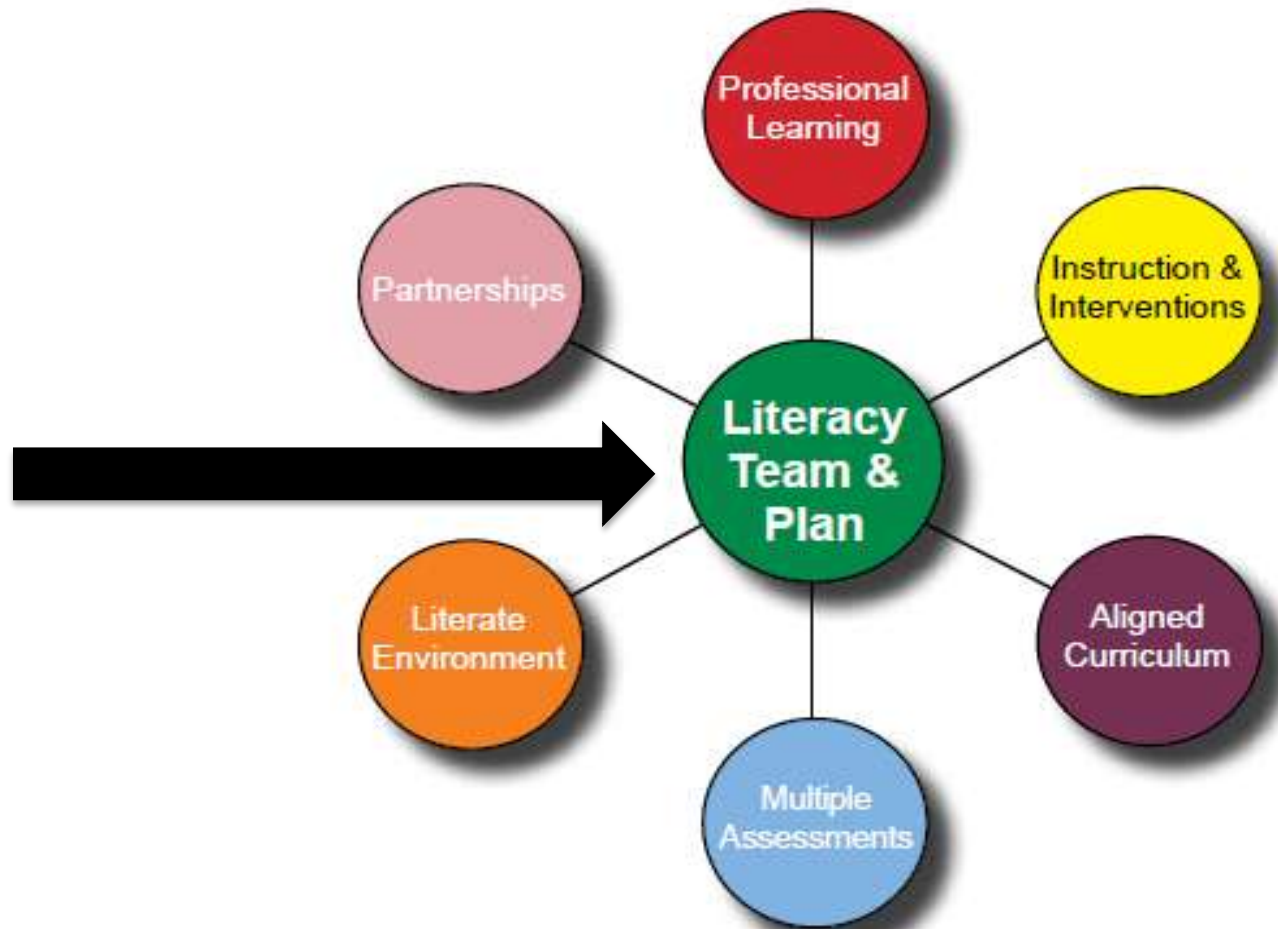
Literacy Plan for Kentucky

A Guide for Communities, Districts and Schools

KY's Birth-grade 12 Literacy Plan



Essential Elements of Literacy Programs and Plans



A collection of free, online multimedia to

- Provide resources to help school literacy teams develop literacy plans
- Encourage collaboration and reflection among faculty
- Help KDE disseminate best practices information in a user-friendly format
- Show what good literacy planning looks like





<http://www.teachersdomain.org/special/litlab/>

Links to resources, videos. *From this page, scroll down and select “Literacy Plan for KY” or use the link below.*

<http://tdcms.ket.org/literacycentral/int/literacycentralflash.html>

Links to KY’s Literacy Plan as interactive website

HOME



School Literacy Plans & Supports

LiteracyPlan

KENTUCKY



How To Use This Guide



Successful Outcomes of Using *Literacy Central*

- **Students achieve college and career readiness in literacy as measured by state and local system of assessments**
- **Schools ensure effective literacy instruction for all students as measured by state accountability system, including program reviews**
- **Teachers' professional learning needs are met as measured by school climate surveys**



Program Review Resources

Guides and resources

<http://www.education.ky.gov/KDE/Instructional+Resources/Program+Reviews>

KET modules <http://www.teachersdomain.org/special/kysbo/>



Purposes

- improving the **quality** of teaching and learning for all students in all programs
- allowing equal **access** for all students to the skills that will assist them in being productive citizens
- allowing student **demonstration** of understanding beyond a paper-and-pencil test
- ensuring a **school wide natural integration** of the program skills across all contents, beyond the program areas

Literacy Planning

- Instruction & Interventions
- Aligned Curriculum
- Multiple Assessments
- Professional Learning
- Literacy Team & Plan
- Literate Environment
- Multiple Partnerships

Program Reviews

- Curriculum & Instruction
- Formative & Summative Assessment
- Professional Development & Support Services
- Administrative/Leadership Support & Monitoring



Literacy Team & Plan

As the literacy team uses this guide, the plan should be tailored to meet the school's needs

Kentucky Birth-Grade12 Literacy

	Birth-Preschool	Primary	Intermediate	Middle	High
Literacy Team & Plan Includes features such as <ul style="list-style-type: none"> • State, district and local support • Literacy leadership (administration and teacher/coach) • literacy planning • professional learning • community and family involvement 	<p>Establish a literacy team that will create, implement and monitor a literacy plan – include cross-agency partners to encompass early care and education in private and public settings</p> <p>Invest time in research of strategies to improve and enhance literacy opportunities for children from birth through age four</p> <p>Stimulate creativity and collaboration</p> <p>Ensure staff and schedules meet needs of young children and allow time for staff planning and reflection</p> <p>Create a data driven Professional Learning plan to provide research- and evidence- based, developmentally appropriate literacy instruction and activities</p>	<p>Establish a literacy team that will create, implement and monitor a literacy plan</p> <p>Invest time in research of strategies to improve primary literacy</p> <p>Stimulate creativity and collaboration</p> <p>Ensure staff and schedule meets students' needs</p> <p>Create a data driven Professional Learning plan to provide effective literacy instruction</p>	<p>Establish a literacy team that will create, implement and monitor a literacy plan</p> <p>Invest time in research of strategies to improve pre-adolescent literacy</p> <p>Stimulate creativity and collaboration</p> <p>Ensure staff and schedule meets students' needs</p> <p>Create a data driven Professional Learning plan to provide effective literacy instruction</p>	<p>Establish a literacy team that will create, implement and monitor a literacy plan</p> <p>Invest time in research of strategies to improve adolescent literacy</p> <p>Stimulate creativity and collaboration</p> <p>Ensure staff and schedule meets students' needs</p> <p>Create a data driven Professional Learning plan to provide effective literacy instruction</p>	<p>Establish a literacy team that will create, implement and monitor a literacy plan</p> <p>Invest time in research of strategies to improve adolescent literacy</p> <p>Stimulate creativity and collaboration</p> <p>Ensure staff and schedule meets students' needs</p> <p>Create a data driven Professional Learning plan to provide effective literacy instruction</p>



Literacy Team & Plan

Literacy Planning Template

Literacy Lead-

Literacy Team Members-

Introduction: Outlines the common definition and description of what is meant by literacy; the vision for literacy in the school and the literacy planning process used to develop the long-range plan.

Standard	Strengths	Weaknesses	Plan of Action	Responsible Person/Cost	Timeline
1: Aligned Curriculum	Consider all strands of literacy (reading, writing, speaking & listening) and integration of technology and 21 st century skills	Consider all strands of literacy (reading, writing, speaking & listening) and integration of technology and 21 st century skills	Questions to consider: -To what do we contribute our strengths? -What practices or processes are ineffective that we will discontinue? -What new practices, strategies, or processes will we implement to address our needs?		
2: Multiple Assessments					



Literacy Team & Plan

Literacy is a shared responsibility.

The Common Core State Standards state:

“...the motivation behind the interdisciplinary approach to literacy promulgated by the Standards is extensive research establishing the need for college and career ready students to be proficient in reading complex informational text independently in a variety of content areas. Most of the required reading in college and workforce training programs is informational in structure and challenging in content; postsecondary education programs typically provide students with both a higher volume of such reading than is generally required in K–12 schools and comparatively little scaffolding.”

Session Goals



Participants will understand

- The role(s) of the Literacy Leadership Team in a school
- How to review a school's literacy program using Literacy Program Effectiveness Review for KY Schools (PERKS)
- How to develop a literacy plan to meet CCR goal for students
- How to access resources to support the team and plan, including *Literacy Central*



Contact Us

Literacy Staff

Renee Boss

Jackie Rogers

Synthia Shelby

MK Hardaway

Pam Wininger

Cindy Parker

Sandra Hamon

first.last@education.ky.gov

502-564-2106

